## SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 03/17/15 CLOSING DATE: 03/26/15 (4:30 PM)

SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 016164

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: B2 WORK TIME: 0800 PM - 0800 AM

LOCATION: EVANS CORRECTIONAL INSTITUTION, BENNETTSVILLE (MARLBORO) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: YES

LEVEL: D SALARY RANGE \$ 029408 - \$ 046527 SCEIS POSITION #: 61021327

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,

SECURITY OR POLICE WORK.

## AGENCY PREFERRED QUALIFICATIONS:

TWO YEARS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK.

CERTIFIED BY THE TRAINING ACADEMY AND COMPLETION OF THE BASIC

SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

## DESCRIPTION OF DUTIES:

UNDER THE SUPERVISION OF THE HOUSING LIEUTENANT, THE INCUMBENT SUPERVISES THE JOB PERFORMANCE AND APPEARANCE OF SECURITY PERSONNEL ASSIGNED TO THE UNIT. ASSISTS WITH PREPARATION OF EVALUATIONS, REQUEST FOR DISCIPLINARY ACTION, COUNSELING, AND TRAINING OF OFFICERS ASSIGNED TO THE UNIT. CONDUCTS BRIEFINGS FOR ALL UNIT OFFICERS. MAKES ROUTINE INSPECTIONS OF THE UNIT TO ENSURE OFFICERS ARE PROPERLY PERFORMING THEIR DUTIES, AND THAT SAFETY, SANITATION AND SECURITY STANDARDS ARE MAINTAINED. CONDUCTS INVESTIGATIONS OF ALLEGED MISCONDUCT ON PART OF INMATES AND EMPLOYEES ASSIGNED TO THE UNIT. ASSISTS IN CONDUCTING ALL FORMAL AND INFORMAL COUNTS. INFORMS HOUSING LIEUTENANT OF INCIDENTS AS THEY OCCUR. WRITES AND REVIEWS REPORTS WRITTEN BY SUBORDINATE OFFICERS FOR ACCURACY, CONTENT, ETC. PERFORMS THE DUTIES OF THE HOUSING LIEUTENANT IN HIS/HER ABSENCE. ASSUMES RESPONSIBILITY FOR THE HOUSING UNIT DURING HIS/HER TOUR OF DUTY.

## COMMENTS:

SHIFT/WORK ASSIGNMENT SUBJECT TO CHANGE.